

Hungate Medieval Art
Registered Charity 1125694

Trustees' Annual Report for the period to 31 March 2021

Registered Address

Hungate Medieval Art
20 Princes Street
Norwich
NR31AE

Trustees in the period

Ms Sophie Cabot (Chair)
Dr Clare Haynes
Dr Rachael May Christian Therese Murphy (Secretary)
Dr Janka Rodziewicz (Treasurer)
Dr Beatrice Leal
Mr Iain Philip Walker
Lt Col Ian Donald Lonsdale Td
Mrs Carol Hardman

Governance

The Charity is governed by Deed of Trust registered 03 September 2008. It is managed by its trustees, who meet monthly. The trustees have and accept ultimate responsibility for directing the affairs of the trust, and ensuring that it is solvent and well-run, and for delivering the charitable outcomes for the benefit of the public for which it has been set up.

The trust requires a good selection of skills amongst its Trustees to cover all the areas of its operation. It is the policy of the trustees to retain wherever possible representation from both the University of East Anglia and Norwich University of the Arts, as well as at least one trustee with an academic background in medieval arts, art history, architecture or a related subject, one with a similar background in the contemporary arts, and one with experience in the museums and heritage sector, although these need not be separate people. In order to maintain this spread, new trustees are recruited by advertisement and direct approach as required.

The trustees are supported by a team of volunteers, and contractors as required; the trust has no paid staff.

Objectives, activities and achievements

Objectives of the Charity

To advance awareness of the creation, history, conservation and appreciation of medieval arts and craftsmanship in churches and other buildings, and to encourage and display contemporary arts inspired by the medieval.

The charity fulfils this aim principally by operating 'Hungate', a free to visit exhibition centre for medieval and contemporary art, housed in the former Church of St Peter Hungate on Elm Hill in Norwich City Centre. Exhibition here showcase aspects of medieval art and architecture, as well as exhibitions of

works by contemporary artists responding to this heritage. We also organise activities, talks, presentations, tours and workshops for families, groups and individuals. Most of these activities are also free, with charges for some, to support materials and costs.

Our venue, St Peter Hungate, is a grade 1 listed building and scheduled ancient monument. It is leased from Norwich Historic Churches Trust. The building is generally open every weekend from March to October, whether or not an exhibition is running. A series of permanent display boards highlight features of the building including its stained glass, angel roof and connections to the famous Paston Family. Volunteers are on hand to provide more information. Visitors are also invited to spend time in our historic churchyard garden.

Activities in the period

As with all aspects of public life, the trusts public activities in 2020/21 were severely impacted by the global COVID-19 pandemic. National lockdowns, or similar restrictions which legally closed cultural venues and tourist attractions, were in force from March-June 2020, in Nov/Dec 2020 and again from January-April 2021.

As a result of this, Hungate closed to the public as usual for the winter in November 2019, and then was not able to open at all during the spring/summer season in 2020. We opened briefly in autumn 2020, for Heritage Open Days and some of the following weekend, but normal operations did not resume until May 2021, after the reporting period.

This meant that no new exhibitions or projects were undertaken in 2020/21, and the archaeological exhibition 'What Lies Beneath' which had been planned and installed, has been retained in the space for reopening in 2022.

The pandemic also meant that we were unable to undertake our usual student placements in this period, although some voluntary work with students and graduates was undertaken, on our website and design projects (see below).

Achievements

In the long closure period, the trustees concentrated on three projects, the complete renewal of Hungate website (hungate.org.uk), the writing and publication of a new guidebook for St Peter Hungate, and the commissioning of architectural designs for the reopening of the former Chancel door, all of which could be done remotely.

The new website has been designed to be more interactive, to allow online sales and to better represent the activities of the trust. It also uses a new design suite, which continues across the guidebook. This high quality publication was written for the trust by our trustee Dr Clare Haynes, an academic specialist in the reuse of historic churches, on a voluntary basis. It is now being sold to raise funds for the trust.

We also commissioned a 360° Virtual Tour for use online, which allowed a degree of 'remote visiting', and were able, with grant funding, to improve our broadband connection, allowing us to provide more online and streamed activities.

Socially distanced operation for two days during Heritage Open Days in September 2021 allowed 416 visitors to visit our garden and building on a one way route. We were pleased to receive the feedback that this event was the 'most organised and safest we've been to' for some visitors.

At the end of the period, in March 2021 we undertook a volunteer recruitment campaign on social media, preparatory to reopening.

The Trustees confirm that, in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

Financial Review

The lack of donation in the closed period might have hit Hungate hard. Fortunately we were supported by government schemes for COVID relief in the cultural and tourist sectors. We received several rate relief grant payments through Norwich City Council, which allowed us to pay the rent and insurance costs for the building whilst we had no income. This prevented us from going in to debt.

In November 2020 Hungate was awarded a package of support from the Culture Recovery Fund for Heritage. The grant of £14,400 allowed us to undertake the remote development and online work described above.

The reserves policy of the trust is to use Hungate's income fully in the furtherance of its charitable objects and in accordance with Charity Commission guidance. At all times the charity will strive to retain sufficient funds within its Unrestricted Funds to meet all of its responsibilities. Where funding is received for specific projects, this is treated as part of Restricted Funds and is not available for the general expenditure of the Trust.

As a result of the support received, the trustees continued to be able to operate in line with the reserves policy, despite the extraordinary circumstances.

All funds are held in the trust bank account, controlled by the trustees on the basis of two signatories out of four signing for any payment. The trust has no investments.

Annual accounts for the period accompany this report.

Future Plans

The trustees continue to seek the means to improve the facilities at Hungate to the point where private hire can become a significant income stream. The architectural plans for the Chancel door commissioned in this period represent a step forward in this regard, and once normal operation is back in place this project will be readdressed. Intended physical improvements to the Centre will seek to overhaul the heating system, provide better toilet facilities, and allow for a small kitchen so as to broaden the capacity of the Centre to stage events. Such capital works are necessarily medium or even long-term ambitions.

Otherwise, Hungate intends to continue to maintain a programme of at least two exhibitions and programmes of events per annum, alternating medieval and contemporary themes, and to continue to offer training and work experience placements on all of our seasons, supporting young curators and artists.

Signed on behalf of the Trustees:

A handwritten signature in black ink, appearing to read 'S. Cabot', is written on a light-colored rectangular background.

Sophie Cabot
Chair
19/5/22



CHARITY COMMISSION
FOR ENGLAND AND WALES

Hungate Medieval Art

1125694

Receipts and payments accounts

CC16a

For the period
from

01.04.2020

To

31.03.2021


Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations and Sales	417	-	-	417	-
Antelope Trust	400	-	-	400	-
UEA	1,000	-	-	1,000	-
Covid-19 Grant	20,708	-	-	20,708	-
National Lottery Heritage Fund	-	12,960	-	12,960	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<i>for AR)</i>	22,526	12,960	-	35,486	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	22,526	12,960	-	35,486	-
A3 Payments					
Rent	5,250	-	-	5,250	-
Utilities	506	-	-	506	-
Insurance	1,989	-	-	1,989	-
Fire Protection	85	-	-	85	-
Lease Renewal Costs	606	-	-	606	-
Restricted Grant Costs	-	2,722	-	2,722	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	8,436	2,722	-	11,158	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	8,436	2,722	-	11,158	-
et of receipts/(payments)	14,090	10,238	-	24,328	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	4,245	-	-	4,245	-
Cash funds this year end	18,335	10,238	-	28,572	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		18,335	10,238	-
		-	-	-
		-	-	-
	Total cash funds (agree balances with receipts and payments account(s))	18,335	10,238	-
		OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	SOPHIA ROSE CABOT	20 Jul 2022



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Parties involved with this document

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Independent examiner's report to the trustees of the "Hungate Medieval Art"

I report on the accounts of the above charity number 1125694 for the period ended 31 March 2021

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 (the Act). The charity's trustees consider that an audit is not required for this year under section 144 of the Act 1993 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Peter Bussey

Peter Bussey (July 2022) F119A
20th July 2022



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